

2003-04 BOARD OF TRUSTEES AND ADMINISTRATOR DOCUMENTATION GUIDELINES

The following are guidelines for completion and submission of the [2003-04 Board of Trustees and Administrator Documentation form](#). Refer to the website www.state.nj.us/education and click Charter Schools, Reporting Requirements, for the necessary forms. This packet contains the following:

- ◆ 2003-04 Board of Trustees and Administrator Documentation blank form (due **April 15**); and
- ◆ a sample completed form.

LIST OF ALL BOARD OF TRUSTEES MEMBERS AND ADMINSTRATORS

An **administrator** is defined as an employee of a charter school who:

- ◆ Holds a position which requires a certificate that authorizes the holder to serve as school administrator, principal or school business administrator;
- ◆ Holds a position which requires a certificate that authorizes the holder to serve as a supervisor and who is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by a charter school; or
- ◆ Holds a position which does not require that the person hold any type of certificate but is responsible for making recommendations regarding hiring or the purchase or acquisition of any property or services by a charter school.

Keyboard complete information on **ALL board members and administrators** as follows:

- ◆ **Name of Board Member or Administrator:** List names of board officers first, followed by other board members and then administrators. List each name by last name first. Refer to the Charter/Governance Section for appropriate number of members and detail of the board composition.
- ◆ **Affiliation:** List the company, school or organization that each board member or administrator represents. Be sure to note board seats held by parents and those seats set aside for specific community organizations. List the charter school as the affiliation for administrators.
- ◆ **Date of Appointment:** Enter date that the board member was appointed and/or the administrator was hired by the board of trustees at one of its public meetings.
- ◆ **Position:** List specific name of office held, if a member or if an administrator. Also indicate if board seat is held by a parent, a community organization and list the title of the administrator.
- ◆ **Status:** List voting status of each person:
 - ◆ **Voting** or
 - ◆ **Non-Voting** (ex officio).
- ◆ **Address:** Provide complete street or P.O. box address with city, state and zip code for each person.
- ◆ **Telephone Number:** Provide complete telephone number with area code for each person.
- ◆ **Fax Number:** Provide complete fax number with area code for each person.
- ◆ **Type of Board Member or Administrator:** List code for each board member or administrator:
 - ◆ **OBM** Ongoing board member;
 - ◆ **NBM** New board member;
 - ◆ **TBM** Terminated board member; or
 - ◆ **ADM** Administrator.

SUBMISSION OF INITIAL FORM AND UPDATE

A hard copy of the completed [2003-04 Board of Trustees and Administrator Documentation](#) form is due in the Office of Charter Schools by **April 15, 2003**. Maintain a copy for your records. An updated form listing only new board members or administrators and terminated board members or administrators is due in the Charter Schools Unit by **October 15, 2003**. If there are no changes in October, send the form with the words "No Change" on it. Each form must be signed and dated.

Submit a **School Ethics Commission Personal/Relative and Financial Disclosure Statement** for each board member and administrator with a [2003-04 Board of Trustees and Administrator Documentation](#) form to the county superintendent's office.